



# UNIVERSITY OF KASHMIR

NAAC Accredited Grade "A"  
HAZRATBAL, SRINAGAR-190006

## ADVERTISEMENT NOTICE 01 of 2017

Dated 17<sup>th</sup> July, 2017

Online Applications are invited from the permanent residents of Jammu & Kashmir State for the following positions available in the University of Kashmir as per the details indicated against each:-

| S. No | Post Code | Post with Pay Band and Grade Pay  | No. of Posts | Essential Qualifications   |
|-------|-----------|---|--------------|--|
| 01    | PGD-AD-1  | Junior Assistant<br>Rs 5200-20200 with<br>GP Rs 1900/-                    | 15           | <ul style="list-style-type: none"><li>Graduation from any recognized University with at least 50% marks.</li><li>Knowledge of Computer typing.</li><li>Six months certificate course in computer application from any recognized Institute.</li></ul>  |
| 02    | PGD-AD-2  | Junior Assistant<br>(Arabic Typist)<br>Rs 5200-20200 with<br>GP Rs 1900/- | 01           | <ul style="list-style-type: none"><li>Graduation from any recognized University with at least 50% marks and Arabic as one of the subject.</li><li>Knowledge of Urdu / Arabic Computer typing.</li><li>Six months certificate course in computer application from any recognized Institute.</li></ul> |

### SELECTION CRITERIA:

| CRITERIA               | POINTS     |
|------------------------|------------|
| i) Graduation          | 25 points  |
| ii) Post Graduation    | 05 points  |
| iii) Written Test      | 30 Points  |
| iv) Computer Type Test | 25 Points  |
| v) Viva Voce           | 15 Points  |
| Total                  | 100 Points |

Percentage obtained in the Graduation and Post Graduation is to be proportionally converted into points.

### IMPORTANT DATES:

|    |   |               |
|----|---|---------------|
| 01 | Submission of Online Forms / Hard Copies. | July 18, 2017 |
| 02 | Last date for submission of Online Forms. | Aug 16, 2017  |
| 03 | Last date for submission of Hard Copies.  | Aug 19, 2017  |

### SUBMISSION OF ON-LINE APPLICATION FORMS

- Step 1:** Visit <http://www.kashmiruniversity.net> and Click on **Jobs/Recruitment link**. Read detailed Important Instructions and preview of whole process for Registration and submission of Application Form before proceeding ahead.
- Step 2:** Candidate needs to register him/herself before submitting the Online

Application. For Registration, Click on the **Non-Teaching Jobs** Link. Remember the Username and Password for future reference. Use valid **Email ID and mobile number** during registration process

- Step 3:** After successful Registration, **Login** into the system by using your Username and Password.
- Step 4:** Key in the personal details, educational qualifications, experience etc. **Preview** the Form, if details are correct, Click on **Submit**. If there is variation or you want to update, Click on **Edit**, make corrections, updations and then **Submit**. **Remember, no editing or updating is allowed after the Form is submitted.** Get a print out of the Application Form and note the Form No. for future reference.
- Step 5:** Select payment mode for depositing Application Fee (Online mode or against the pay-in-slip). Deposit the Application Fee of Rs. **550/-**, through Online mode or against the bank Pay-in-Slip generated with the Application Form, in any of the branches of the J&K Bank, across the country.

#### **SUBMISSION OF DOWNLOADED APPLICATION FORM (HARD COPY)**

Submit a Print-out of the Application Form submitted online along with the enclosures, duly numbered at right hand top margin, as per the auto-generated serial number against each entry, Bank pay-in-slip/online payment acknowledgement, either personally or through Speed /Registered post to the Office of the Deputy Registrar (Recruitment), Ground Floor, Administrative Block, University Campus, Hazratbal, Srinagar-190006, J&K, through Speed Post/Registered post..

Candidates sending print out their Application Forms by post should ensure that the envelope containing Application Form is super-scribed as "**Application for the post of ....., Post ID ....., Advertisement notice No. ....**

**Dated .....**" and reaches by or before the last date. Application Form received by post after the last date shall be rejected summarily without any notice in this regard.

#### **TERMS AND CONDITIONS AND OTHER REQUIREMENTS FOR THE POST ARE AS UNDER:**

- i) Applicants should be within the age limit of 18-40 years as on 01-01-2017
- ii) In-Service candidates shall have to route their application forms through proper channel with the recommendations/no objection of the employer;
- iii) Candidates should append with their application form attested copies of the qualification/technical/experience certificates along-with the marks certificates, without which his/her application form shall be rejected without any notice;
- iv) Syllabus for the Objective Type Written Test shall be notified separately;
- v) Canvassing in any form by or on behalf of a candidate will render the candidate concerned for disqualification;
- vi) The date for written test/computer test/interview of the eligible candidates shall be notified through local news papers and also uploaded on university web [www.kashmiruniversity.net](http://www.kashmiruniversity.net). However, the University does not take any responsibility for missing the written test/computer test /interview by candidate. No individual call letter shall be sent to the concerned candidates in this regard;
- vii) Candidates not fulfilling the eligibility criteria on the last date of submission of application form need not to apply.
- viii) Mere submission of application form for the advertised posts here in above does not itself entitle any applicant to be called for Written Test, Computer Test and interview;
- ix) Candidates to be called for interview shall have to produce the original documents relating to their age, qualifications, experience and fitness etc at the time of interview;

- x) The University reserves right to increase or decrease the number of posts at the time of Selection.
- xi) The University reserves the right not to fill up any of the vacancies advertised, if circumstances so warrant, without assigning any reason thereof.
- xii) A Candidate found guilty of impersonation or submitting fabricated, tampered, fake or forged documents or making statements which are incorrect or false or suppressing material information may be debarred permanently or for a specific period from being considered for any or all future appointments, in addition to rendering him/her liable for criminal prosecution.
- xiii) The candidates who have obtained degrees from the Foreign Universities should enclose equivalence certificate issued by the AIU-UGC, New Delhi without which their candidature will not be considered and application form will be rejected.
- xiv) Candidates invited for Objective Test/Computer test/interview shall not be paid any TA and DA.

S/d-  
**Assistant Registrar**  
**(Recruitment)**

**No: F(Non-Teaching/Recruitment/KU)2017**

**Dated: 17<sup>th</sup> July, 2017**

**Copy to the:**

1. Dean Academic Affairs;
2. Dean Research;
3. Deans of all Schools;
4. Dean, Students Welfare;
5. Director, Directorate of Internal Quality Assurance;
6. Heads of all Teaching Departments/ Directors of various Research Centres/Units;
7. Director, Convocation Complex/North/South Campuses;
8. Controller of Examinations/ Additional Controller of Examinations;
9. Rector Leh/ Kargil Campuses;
10. Director, IT & SS, University of Kashmir. He is requested to direct the concerned official to upload the Advertisement Notice on the University website.
11. Librarian, Allama Iqbal Library;
12. Provost/Chief Proctor;
13. All Officers of the University;
14. P.S to Registrar for information of the Registrar;
15. P.R.O to Vice-Chancellor for kind information of the Vice-Chancellor;
16. Officer In-charge, Regional Centre for Distance Learning, University of Kashmir, Bathandi, Jammu;
17. Notice Board;
18. File.